

Internal/External
STATE OF MONTANA JOB VACANCY

Department of Corrections/MONTANA STATE PRISON
600 Conley Lake Road
Deer Lodge, MT. 59722
An Equal Opportunity Employer

July 2, 2008

Job Title:	Religious Activities Advisor – Admin Spec	Position No.:	39342
Division:	Montana State Prison	Pay Band:	5
Location:	Deer Lodge	Bargaining Unit:	None
Status:	Permanent, Full-Time	Supplement:	Yes, Authorization to Release
Salary:	\$13.883 New to State Government – \$17.353 /hr DOE	Hours:	To be determined

Application Deadline: Applications may be returned to any local Job Service Office or Montana State Prison by email, fax or hard copy.

Human Resources
600 Conley Lake Road
Deer Lodge, MT 59722

fax: (406)846-2950

email: whislop@mt.gov

No later than 5:00 p.m., July 18, 2008

Application materials are available on the web at www.mt.gov.

Special Information: Upon employment, successful completion of Basic Pre-Service Training for Prison employees. Must be able to respond in the event of an emergency; able to work under stressful and potentially dangerous conditions. Tuberculosis testing is mandatory. Montana State Prison is a Tobacco Free Institution.

Typical Duties: Supervises the operation of religious activities and volunteers in developing and implementing policies, procedures, and priorities consistent with MSP policies, procedures, missions and goals. Will respond to the requests of the RAC coordinator. Will be responsible for the supervision of all volunteers present during programming at the RAC. Prepares or arranges for regular and special religious services, instruction, and the administering of sacraments, ordinances, and other religious rites. Develops and maintains effective and cooperative relationships and partnerships with community religious organizations, spiritual leaders, and representatives of various denominations to assist in the provision of essential religious program services and resources. Represents MSP in all religious/ spiritual matters affecting the inmate population and provide training, consultation and technical assistance to administrative and line staff. Monitors religious programs that take into account the diverse religious/ spiritual needs of the inmate population. Provides for special counseling necessary when informing an inmate or family of a death in their family. Participates in institutional staff meetings for exchange of information regarding inmates, religious programs, procedures, and other current concerns.

Qualifications: Good knowledge of security practices, policy, and procedures regarding the operation of a prison. This is routinely required by completion of a pre-service training program. Good knowledge of religious beliefs and practices with experience in religious counseling. Some knowledge of management practices, needs of incarcerated individuals and their families. Requires behavioral competencies as listed: Supervisory skill and leadership, communication, decision making ability, and commitment/responsibility.

Education & Experience: The above requirements are typically acquired through a High School Diploma or equivalent and 1-2 years of job related work experience. Two years of administrative or office management experience and two years of supervisory experience is required.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact the Personnel Office at (406) 846-1320.

Equal Employment Opportunity Employer: This facility does not discriminate on the basis of disability or other legally prohibited basis. Upon request, reasonable accommodations will be provided to enable an applicant with a disability to apply and interview for a position.

Immigration and Control Act: In accordance with the Immigration and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples

of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Montana Compliance with Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

Application and Selection Process:

Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). **Portions of the application may be photocopied if legible (see page 1 for instructions).**
2. Applicants claiming the **Veteran's or Handicapped Person's Employment Preferences** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
3. **Authorization to Release Information. This Authorization is required for all positions within the Department of Corrections. ** HIRING AUTHORITY DOES NOT RECEIVE THIS FORM DUE TO REQUEST FOR DATE OF BIRTH. ****

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Compensation: This position is classified at a band 4 on the State of Montana broadband pay plan. The salary is \$13.883 - \$17.353/hr depending upon experience. Eligible state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, Public Employees Retirement System, 15 working days annual leave, 12 working days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care. Successful applicant will be required to complete a six-month trial/probationary period.

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**DEPARTMENT OF CORRECTIONS
REFERENCE AND CRIMINAL BACKGROUND CHECK
AUTHORIZATION FORM**

Applicant's Name: _____
(Please print or type)

Previous names (i.e. maiden name, previous married names) _____

Social Security Number: _____

Date of Birth: _____

List states where you have resided: _____

TO WHOM IT MAY CONCERN: As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my past work record. I hereby authorize the Department of Corrections to contact any or all of my present or past employers, co-workers, personal references or any other possible work contacts. I release these employers and/or references from any liability which may relate to the information provided to the Department. I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for employment purposes only.

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation? _____

If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

Jurisdiction: _____

Date of Conviction: _____

This authorization shall be valid and effective for one year from the date signed.

Date: _____

Applicant Signature _____